

Internship Invitation Letter

Date: [Insert Date]

Dear [Graduate's Name],

We are pleased to inform you that you have been selected for an internship position at [Company Name]. Your application and academic achievements have impressed us, and we believe you would make a valuable addition to our team.

The internship will commence on [Start Date] and will run until [End Date]. You will be working closely with our [Department/Team Name] and have the opportunity to gain hands-on experience in [specific areas or projects].

Please confirm your acceptance of this internship by [Response Deadline]. Should you have any questions, feel free to reach out to us at [Contact Information].

We look forward to welcoming you to our team!

Sincerely,

[Your Name]
[Your Job Title]
[Company Name]
[Company Address]
[Contact Information]